



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 36.01: Adding, Changing, and Deleting Courses and Changing Method of Delivery

DATE: October 22, 2018

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach concerning curriculum changes.

REVIEW: This OP will be reviewed in May of even-numbered years by the Office of the Provost and the Senior Vice Provost with substantive revisions presented to the Provost and Senior Vice President (PSVP).

POLICY/PROCEDURE

The PSVP has been delegated the authority and responsibility for authorizing course additions, changes, and deletions.

1. Policy

- a. The PSVP or designee will approve all additions, deletions, and changes (including changes in method of delivery) of courses for Texas Tech University using an established procedure for reviewing and determining approval. The review process will include departmental recommendations, college committees established for course review, the Graduate Council for graduate courses, and the Academic Council.
- b. Courses should not be submitted for areas in which degree programs have not been approved except when they accompany degree program requests.
- c. Efforts should be made at each level to ensure against proliferating courses beyond the ability of the department to offer such courses regularly. The ratio of faculty to course inventory should be considered.
- d. Departments should review courses periodically to ensure appropriateness of content and accuracy of description.
- e. Courses not taught for three consecutive years will be brought to the attention of the department chair and, if not justified, dropped from the course inventory after five years.
- f. Course descriptions should not be changed substantively in catalog copy unless changes have been approved through established procedures.
- g. Courses should not be taught before they are accepted as part of the course inventory.

2. Procedure

- a. Requests for new courses, deletions, and changes to existing courses must be initiated on the university's online curriculum approval platform.*

An approved course section in which 50 percent or more of the contact hours will be delivered electronically must meet the Texas Higher Education Coordinating Board *Principles of Good Practice* and be certified by filing a *Principles of Good Practice/Copyright Compliance Form*, which is available online at <http://www.depts.ttu.edu/distancelearning/faculty>, prior to delivery. The Office of the Provost is responsible for ensuring that the course has been entered into the distance education database before the course is offered.

- b. The course description should be brief (usually fewer than 25 words) in indicating the essentials of the course. Changes involving the text of the course description and prerequisite changes must also be submitted via the university's online curriculum approval platform. Each department is responsible for inputting prerequisite changes into Banner and ensuring that both Official Publications and Banner have the same information.
- c. Departments originating courses that affect other departments or areas should consult with the units affected before preparing the application. If courses are submitted that appear to involve conflicts or jurisdictional questions between departments or areas, the PSVP or his/her representative will ask Academic Council members from the colleges or schools involved to attempt to resolve those questions before the course is considered by the council. Justification and syllabi may be required to provide a basis for these considerations.
- d. Course changes are to be received and processed in the deans' offices (and by the Graduate School) to reach the PSVP by the following dates:
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| (1) Annual Report | May 1 |
| (2) Summer Supplemental | July 15 |
| (3) Fall Supplemental | September 15 for even-numbered years
October 15 for odd-numbered years |
| (4) Spring Supplemental | March 1 |
- e. The following routing is required:
- (1) The department initiates a proposal on the university's online curriculum approval platform.
 - (2) The college curriculum committee considers the request and, if it is approved, the proposal is electronically approved. Proposals for both graduate and undergraduate courses are electronically routed to the Office of Official Publications.
 - (3) Course addition/deletion/change requests are reviewed administratively before being entered on the Academic Council meeting agenda. A digest of the requests is distributed to members prior to the meeting. Action of the council is noted in the minutes of the meeting. If the vote is positive and the PSVP approves the request, the

form electronically approved and routed to the appropriate administrative bodies, including the course inventory coordinator. The information is then applied to the course inventories for both the university and the Texas Higher Education Coordinating Board.

- (4) The course does not become official until it appears in the inventory of the Coordinating Board.
- (5) An electronic archive of the approval process will be maintained in the university's online curriculum approval platform.

* The university utilizes the Curriculog curriculum management system to manage approval workflow of all curricular requests. Questions about the system may be directed to the Office of the Registrar.